



New STC Track: Part 2

MontCAS Policies & Procedures
2019 OPI Data and Assessment Conference
Bozeman, MT

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State Assessment Director

Session Objectives

- New System Test Coordinator Track
- The Five Ws of the Montana Comprehensive Assessment System (MontCAS) policies
- The collection and reporting requirements for MontCAS
- How to build roles and responsibilities
- Ensure integrity of assessments and student information
- New test security features of the centralized-MontCAS Application



What is the New STC Track!

- Look for this ⓘ icon
- 8 recorded sessions
- Sessions tailored to you
- Help you navigate the expectations for testing in 2019
- Materials posted on Conference Page and on the [NTC Website](https://sites.google.com/opiconnect.org/ntcacademy/home)

<https://sites.google.com/opiconnect.org/ntcacademy/home>



New Test
Coordinator
Academy

Part 1: Understanding Statewide Assessments

State Assessment Purpose

*“Test administration will lead to student **results** that **accurately reflect** a **valid** and **reliable** measure of what each student **knows and is able to do** compared to Montana’s content standards.”*



- Ensure all students have equitable access to high-quality educational resources and opportunities
- Measure students’ true attainment of educational goals.
- Track achievement over time for continuous improvement.
- Inform and provide accurate and timely information.
- Support education information processes at local and state levels.
- Address and close educational gaps.

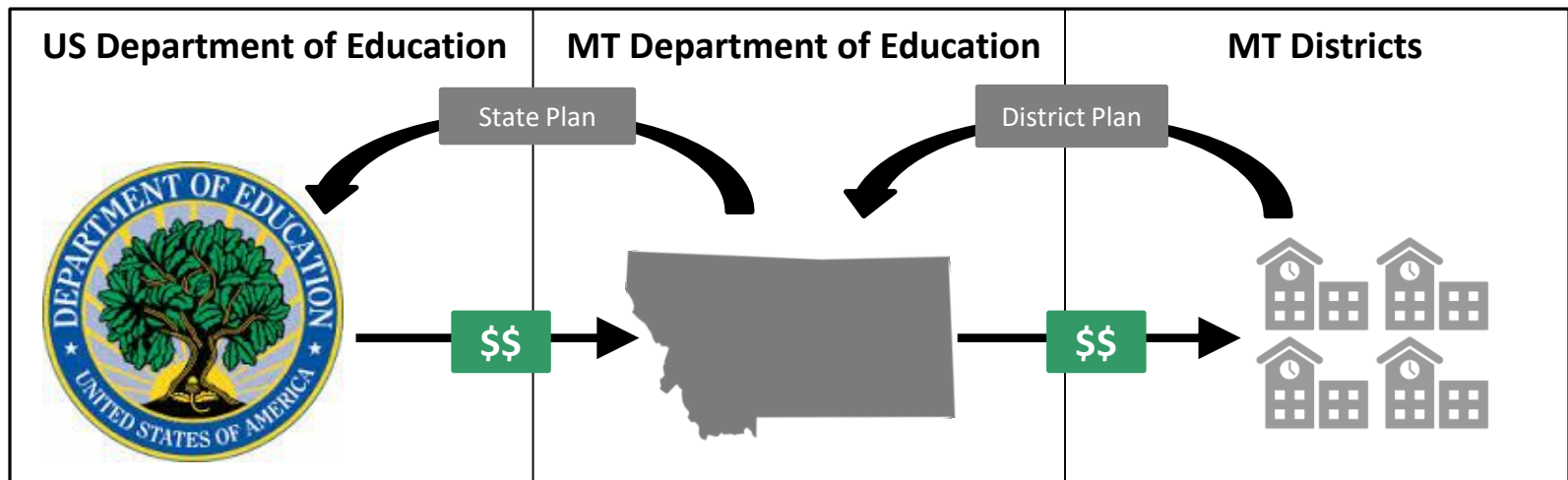
State and Federal Requirement

Administration of aligned statewide assessment and reporting is required under:

- Every Student Succeeds Act (or ESSA) in Section 1111
- Administrative Rules for Montana (or ARM) Chapter 55 and 56
- Montana Code Annotated (or MCA) Title 20 Chapter 7

To Receive Title I Funding:

- Each state must submit to the U.S. Department of Education every several years and each district then applies to the state every year.



Why is Test Security necessary?

Audience: various stakeholders including SEAs, LEAs, teachers, parents, policymakers, and students.

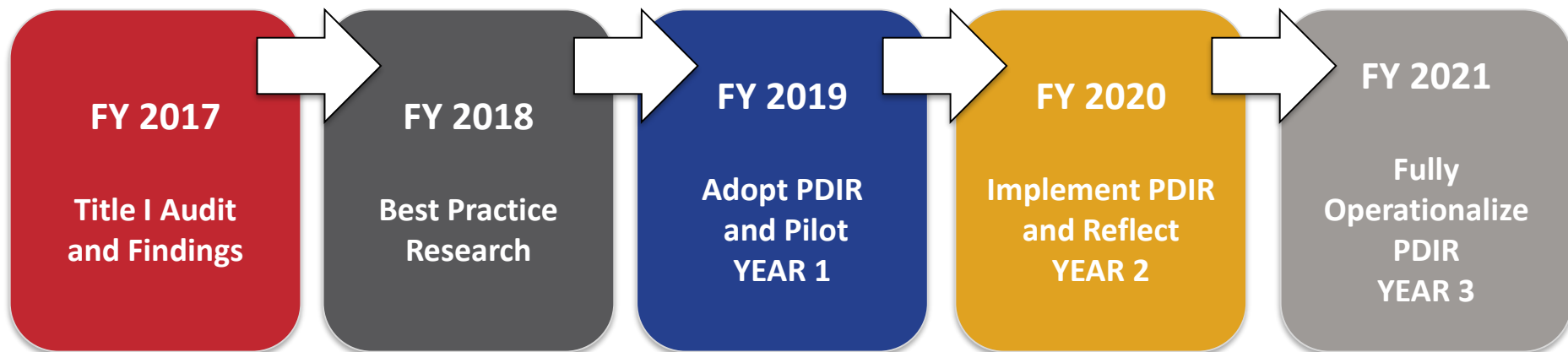
For these reasons:

- SEAs must maintain confidence in the data and protect its integrity for these intended purposes.
- Assurance the assessment really does measure what it is supposed to measure.
- School districts, school staff, and students are critical partners in ensuring test security policies and procedures are followed.



Title I Audit Status

1. **Establish** and **maintain** an assessment system that is valid, reliable, and consistent with relevant professional and technical standards.
2. **Have** policies and procedures in place regarding tests security for ALL assessments including ACT.
3. **Monitor** the implementation test security agreements.

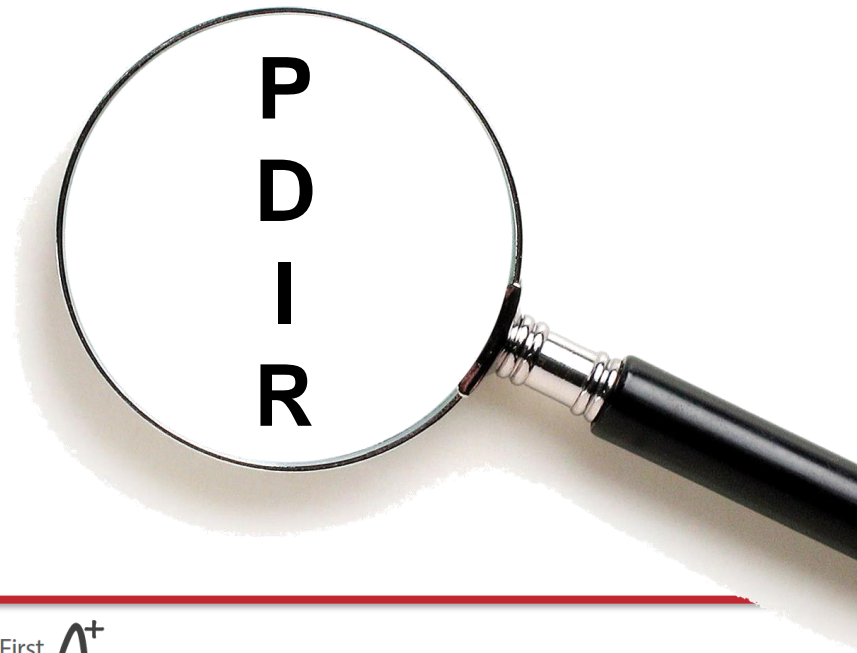


Testing Integrity

- **Integrity** - is the quality of upholding strong standards

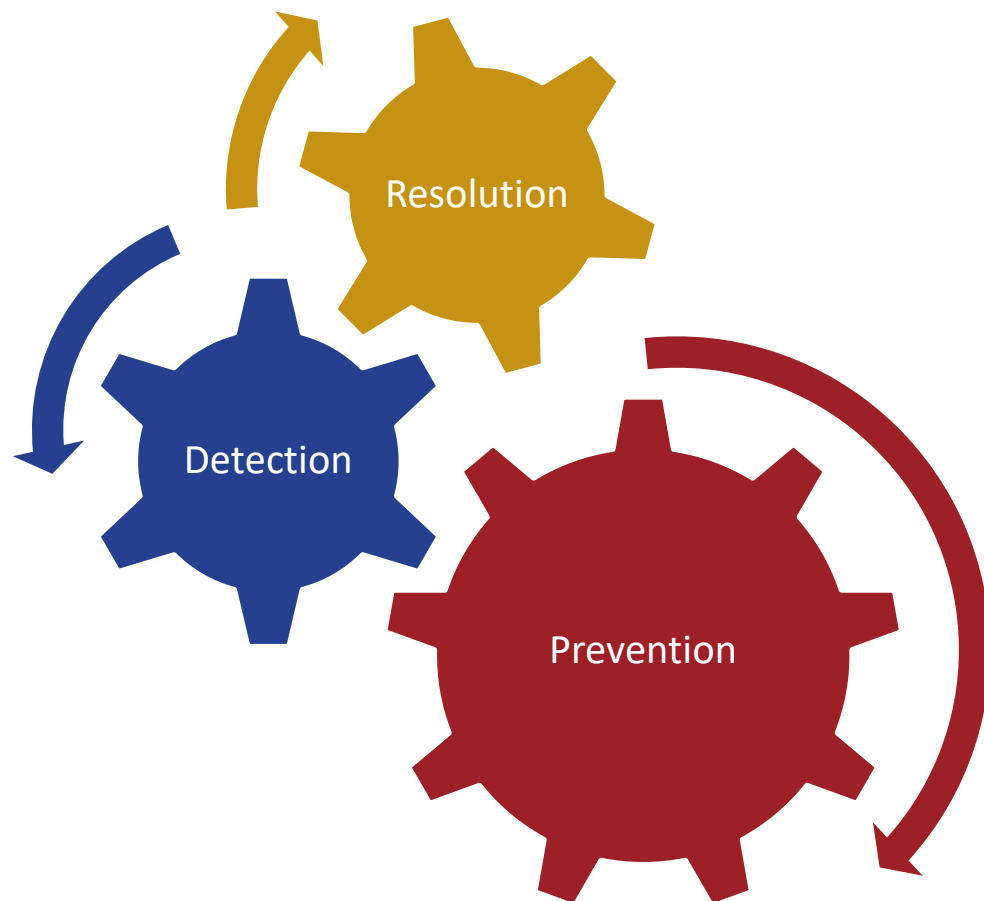
To do this, follow the MontCAS published guidance for:

- Registration on secure sites
- Test administration
- Student access and eligibility
- Test security
- Data collection and reporting

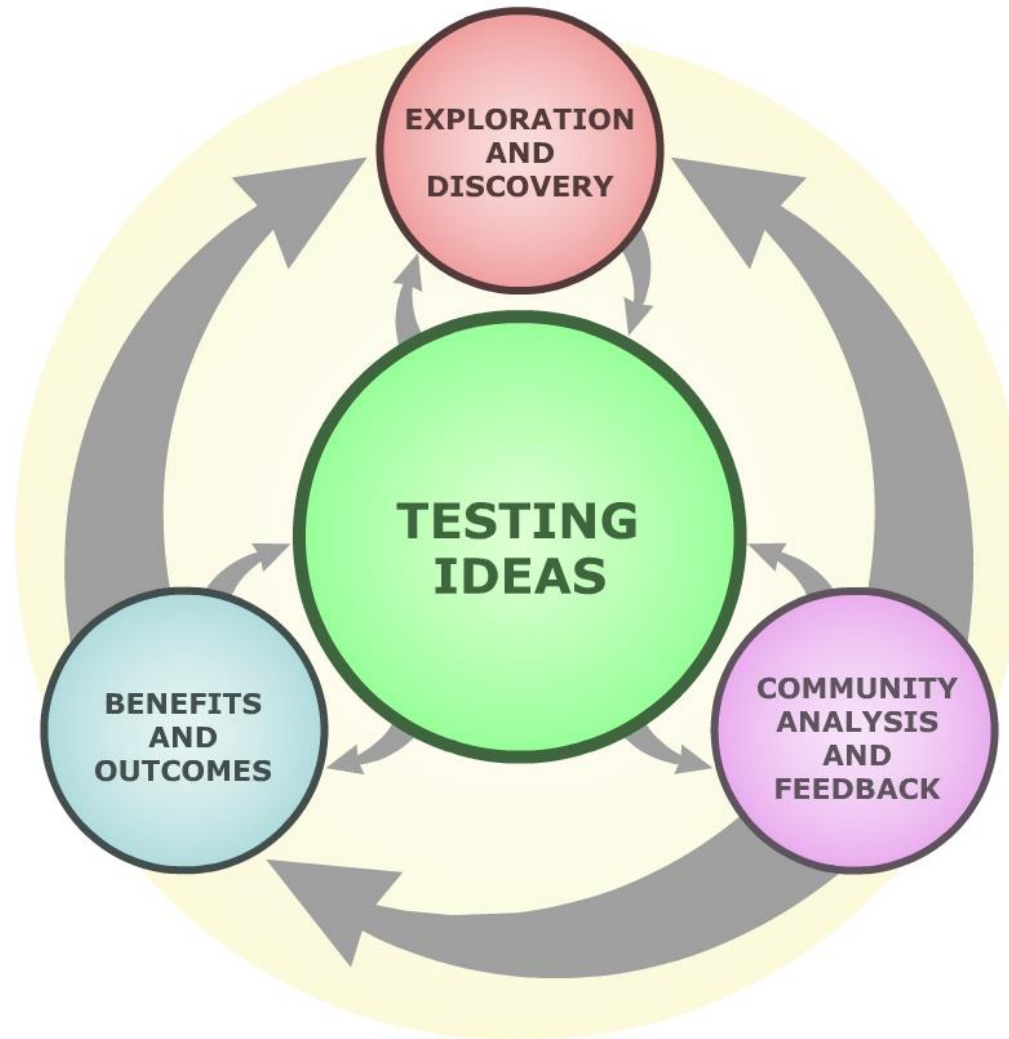


What is PDIR?

- **P**revention
- **D**etection
- **I**nspection
- **R**esolution



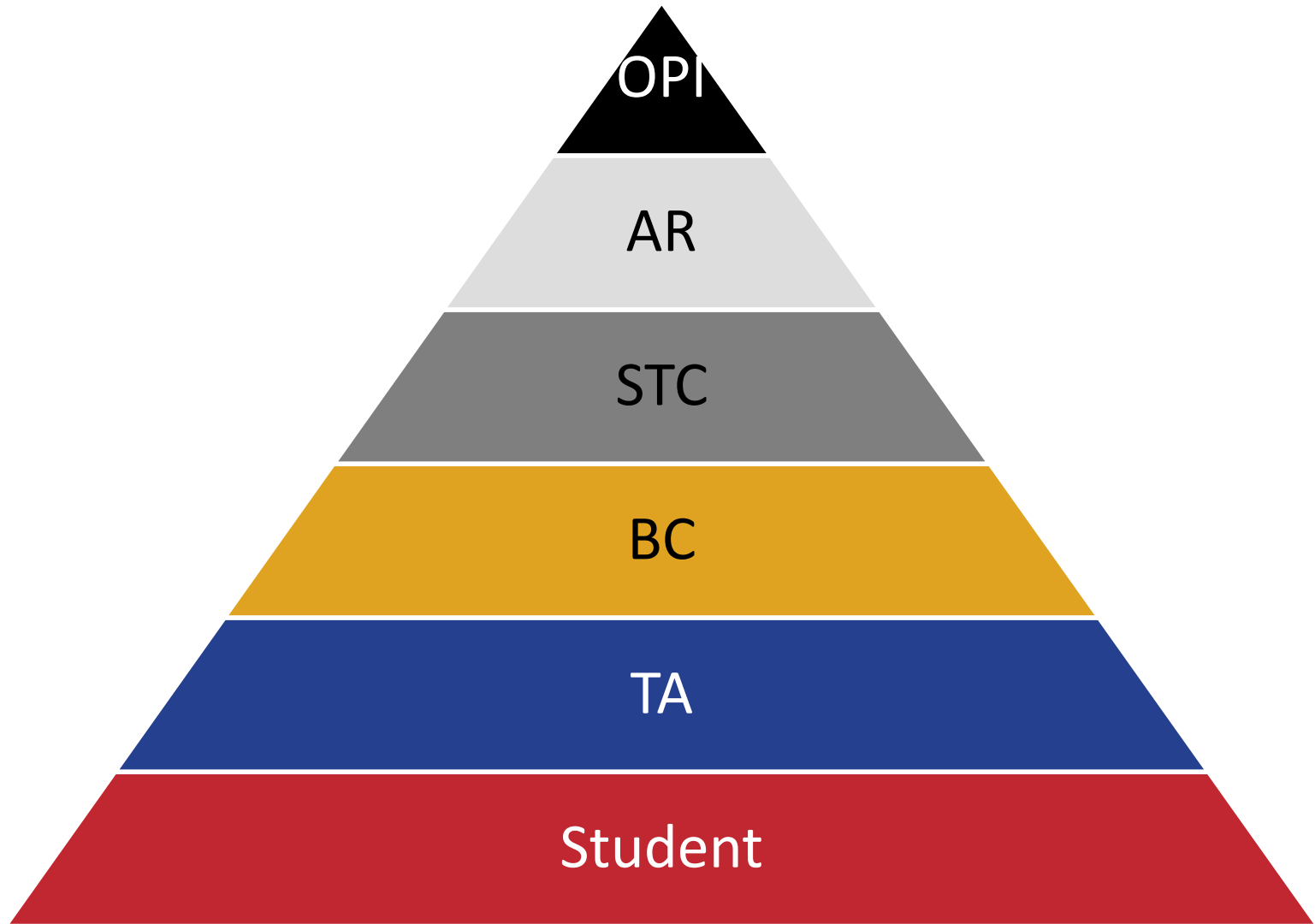
Data Collection at Its Finest



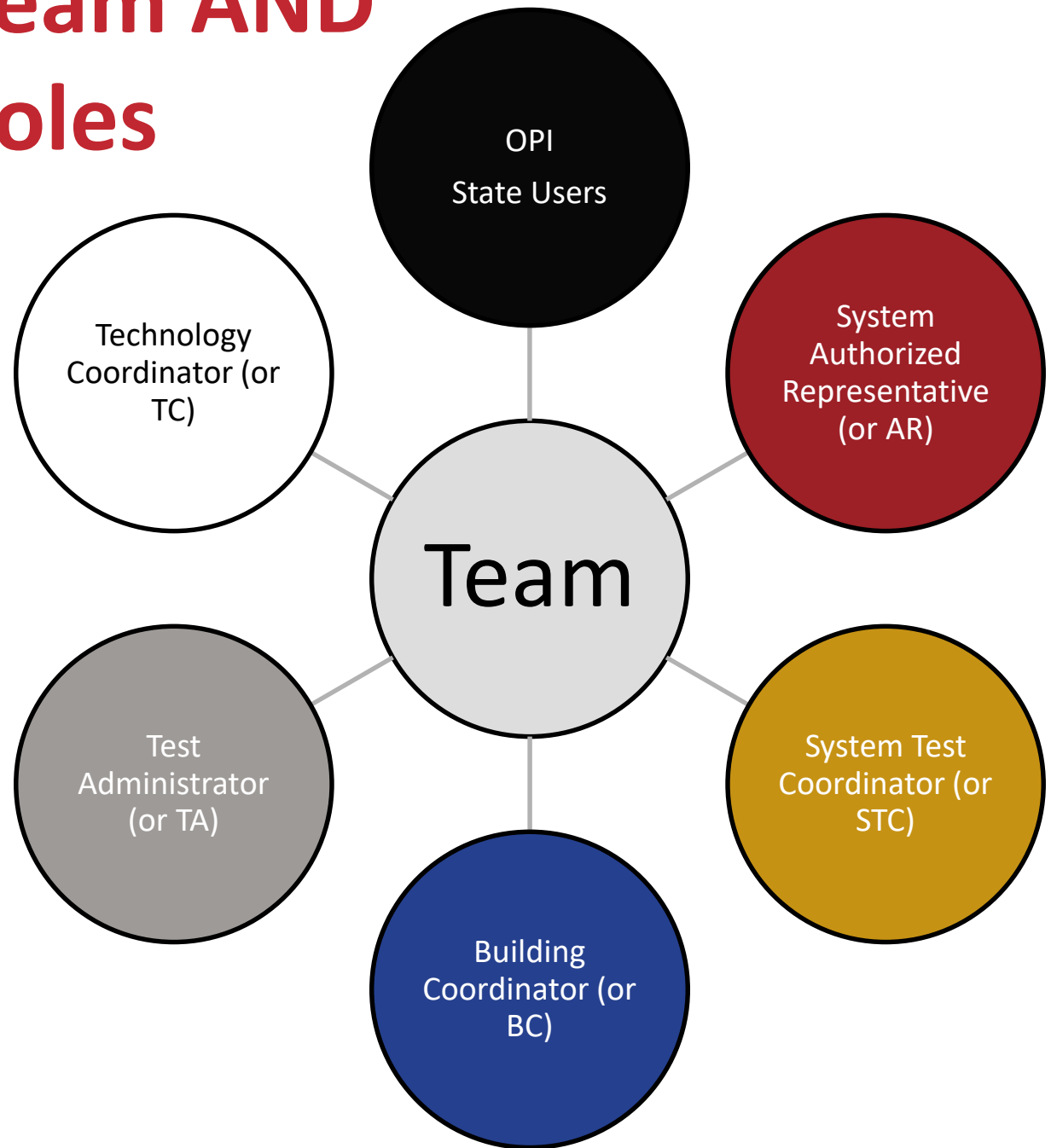
Focus on MontCAS Roles



MontCAS Assessment Roles




Build a Team AND Define Roles



Focus on User Access



MontCAS Authorized User Policy

- Only authorized users are permitted to access and manage MontCAS accounts.
 - STC must be confirmed by the AR in the OPI Contacts System.
 - The annual verification of the STC and management of user accounts.
 - STC assign accounts to licensed professionals who have completed the OPI-specified test administration training, are familiar with standardized testing procedures, and are employed by our school system.
 - STC who is the sole administration of the MontCAS system.
 - STC the MontCAS system materials and alert
-  Annually the OPI will review and refresh user accounts to limit access to these secure, restricted-use online systems to only authorized personnel.

Focus on Prevention



Elements of Prevention

- Build an assessment team
- Know roles and responsibilities
- Familiarize yourself with expectations
- Complete all required trainings and manuals
- Plan and prepare for activities ahead of time
- Practice the responsibilities
- Meet all collection and reporting deadlines
- Perform quality assurance checks
- Reflect

ACCESS for **ELLs**

English
Language
Learners

ACT with Writing

American
College
Testing

CRT - Alt

Criterion
Referenced
Test

CRT

Criterion
Referenced
Test

MSAA

Multi
State
Alternate
Assessment

SBAC

Smarter
Balanced
Assessment
Consortium

Expectations

Montana Office of Public Instruction
Published Test Windows for All Required Statewide Assessments
2018–2019 School Year

Grade	ACCESS for ELLs (English Language Proficiency)	CRT Science (Alternate)	CRT Science (General)	MSAA (Alternate)	Smarter Balanced (General)	ACT with Writing (General)
Test Window	Dec 5 – Jan 30	Feb 19 – Mar 26	Feb 28 – Mar 26	Mar 18 – May 3	Mar 20 – May 24	Initial: Apr 2 Make-up: Apr 24 Emergency: May 7
Required Subjects	ELP	Science	Science	Math and ELA	Math and ELA	Math and ELA
K	✓					
1	✓					
2	✓					
3	✓			✓	✓	
4	✓	✓	✓	✓	✓	
5	✓			✓	✓	
6	✓			✓	✓	
7	✓			✓	✓	
8	✓	✓	✓	✓	✓	
9	✓					
10	✓	✓	✓			
11	✓			✓		✓
12	✓					

Prepared by the Office of Public Instruction on Sept.1, 2018.

Putting Montana Students First

Dates and elements listed here are subject to change



Who May Administer?

- Montana licensed educator professionals who have been trained, are familiar with standardized testing procedures, and are employed by the school system.

What about...?

Montana licensed substitute teachers

- May administer
- Must complete trainings
- Must be employed by district

Student teachers & paraprofessionals

- May assist
- Under direct supervision of licensed educator
- Must complete all trainings

Parent/Community members

- May NOT assist OR observe

To discuss special staffing circumstances, please contact the OPI Assessment Division at 844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

What are the STC Training Requirements?

ANNUAL SYSTEM TEST COORDINATOR COMMUNICATION PLAN TO USE WITH SCHOOLS AND TEST ADMINISTRATORS		
Communication Action	Expected Time	Date Occurred
✓ Notify schools when training materials are available.	15 minutes	
✓ Notify schools when administration manuals are available.	15 minutes	
✓ Review all assessment-specific policy and test administration documents.	60 minutes	
✓ Review scheduling and testing requirements with TAs.	60–90 minutes	
✓ Plan state-required training for TAs and retrain as needed.	60–90 minutes	
✓ Review required online training modules and schedule training session for TAs.	120–180 minutes	
✓ Review general and assessment-specific test security procedures with TAs.	60 minutes	
✓ Complete local test security agreements.	15 minutes	
Estimated Time for Activities	Between 6–7 hours	

1.
Test Administration

2.
Test Security

3.
Accessibility and
Accommodations

4.
Student Eligibility
and Participation

Key Role and Responsibility Letters



AR/BC Letter



Roles and Responsibilities for Test Security Information: Authorized Representatives and School Principals

This document provides information on the responsibilities of Authorized Representatives and School Principals and gives key information on the standardized test administration procedure and security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The Authorized Representative/Principal for a school participating in the mandated MontCAS assessments is responsible for ensuring that school personnel handling testing materials administering the assessment(s) have received appropriate training regarding testing and test administration.

All MontCAS assessments require that the test questions remain secure. To maintain the tests, only authorized persons are permitted to use the test questions. With the exception of questions released by the Montana Office of Public Instruction with official reports and site, all test questions are to be regarded as secure and are for the sole purpose of administering statewide summative assessments for accountability purposes under federal and state use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the Authorized Representative/Principal, you are required to certify you have received training/information in test security including appropriate use of accommodations in the monitoring of them. You must also certify that before handling test materials or administering assessments, all educators in your school involved with these assessments will be provided information to assist them in their professional responsibility as educators to maintain the test and test materials. It is essential that professional educators receive training on and administration in order to fulfill their professional obligations. It is the responsibility of the professional educator to maintain the security of the test and the test materials and to test administration procedures.

For your convenience, a training log template is included in Appendix A in the *MontCAS Manual* and can be found on the [OPI Statewide Testing Web Page](#). It, or a similar one, should record training and attendees to document for System Test Coordinators. The completed log is kept in accordance with your local school district policies.

STC Letter



Roles and Responsibilities for Test Security Information: System Test Coordinators

This document provides information on the responsibilities of the System Test Coordinator and gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The System Test Coordinator is responsible for the training of educators handling testing materials and/or administering the required MontCAS assessment(s). The System Test Coordinator has oversight for all administration activities including direction for school district staff responsibilities and providing online access to secure restricted-use online test administration portals and reporting test security incidents to the Montana Office of Public Instruction (OPI). Test security is essential to obtain reliable and valid scores for accountability purposes.

MontCAS requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the OPI with official reports and on the OPI web site, all test questions are to be regarded as secure instruments and are for the sole purpose of MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The System Test Coordinator must certify online he/she has received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in the School System, such as Authorized Representatives/Principals, Building Coordinators, and Test Administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators complete training on test security and administration prior to testing in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *MontCAS Test Security Manual*, Appendix F. It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school in accordance with the local school district policies or the preference of the System Test Coordinator for a period of at least three school years. The OPI can request copies of training logs at any time throughout the school year.

Please advise all professional educators including the Authorized Representative/Principals, Building Coordinator, and Test Administrators in the School System to download the *Roles and Responsibilities Letters* from the OPI website and submit their agreements in accordance with the OPI policy and local school district policies. In addition, the System Test Coordinator should provide the link to the test security information for all teachers.

TA Letter



Roles and Responsibilities for Test Security Information: Test Administrators

This document provides information on the responsibilities of Test Administrators and other educators handling test materials. It gives key information on the standardized test administration procedures and test security policies. This guidance is applicable for all Montana Comprehensive Assessment System (MontCAS) restricted-use reporting systems and online test administration systems.

1. RESPONSIBILITIES

The Test Administrator responsible for administering the required MontCAS assessments is responsible for ensuring he/she has completed training on test security, test administration and accommodations. It is the professional responsibility and obligation of educators administering MontCAS assessments to maintain the security of the test and test materials.

The MontCAS requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the Montana Office of Public Instruction (OPI) with official reports and on the OPI Web site, all test questions are to be regarded as secure instruments and are for the sole purpose of the MontCAS testing. Any other use of these materials requires the prior written consent of the OPI.

The Test Administrator must receive training on test security and administration in advance of testing so he/she can take all the necessary precautions to maintain the validity and reliability of the MontCAS assessments. Test security is essential to obtain reliable and valid scores for reporting and accountability purposes. It is the responsibility of a professional educator to maintain the security of the test, test questions, and the test materials at all times. Please understand that a test security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or the test scores of individual students or entire classes to be invalidated.

2. KEY INFORMATION FOR TEST ADMINISTRATION

The following is key information you should receive in training about test security and test administration before handling materials or administering the assessments. Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents:

- Test Administrator Manual (assessment-specific)
- MontCAS Test Security Manual
- MontCAS Accessibility and Accommodation Guidelines (assessment-specific)
- MontCAS Accommodations Manual and Guidance Memo
- Test Coordinators Manual (if applicable) (assessment-specific)

Note: STC is electronic in MontCAS Application

Putting Montana Students First

MontCAS Ethical Testing Behavior Guidance

Throughout Test Administration Cycle
(e.g., Store materials in a secure location when not in use.)

Before Test Administration Activities
(e.g., Cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing.)

During Test Administration Activities
(e.g., Follow the scripted directions exactly for all testing, both online and paper/pencil.)

After Test Administration Activities
(e.g., Destroy all secure test materials in accordance with the guidance published by the Office of Public Instruction.)

MontCAS Ethical Testing Behavior Guidance

No student taking a Montana Comprehensive Assessment System (MontCAS) Assessment should have access to any form of assistance or material that could provide an unfair advantage.

Throughout Test Administration Cycle

- Maintain a positive attitude about testing before, during, and after testing.
- Do not copy or otherwise reproduce test materials.
- Do not discuss test questions with students or faculty.
- Maintain student privacy before, during, and after test administration.
- Keep testing materials online and in hardcopy form secure and protected from any unauthorized disclosure.
- Store materials in a secure location when not in use.

Before Test Administration Activities

- Start testing preparations early, plan ahead, and assign authorized staff as applicable.
- Make sure all students are included in the assessment to the fullest extent possible.
- Ensure appropriate access to assessment supports and accommodations on an individual student basis and in accordance with state and federal law.
- Ensure anyone handling secure test materials is trained in maintaining test security and administration.
- Do not test before the test window opens or after it closes.
- Do not give students access to secure test questions prior to testing or discuss test questions at any time.
- Place "Do Not Disturb" signs on doors where testing is occurring.
- Instruct students to store all electronic communication devices, such as cell phones and headphones, before the test session begins.
- Cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing. (This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables.)
- Make sure the environment is conducive for testing (e.g., comfortable and appropriate lighting).

During Test Administration Activities

- Follow the scripted directions exactly for all testing, both online and paper/pencil.
- Do not allow students to have access to technology which may be used to record, print, or otherwise expose test questions or stimuli to other students or outside sources at any time while test materials are present.
- Do not leave students unattended with testing materials.
- Seat students so there is enough space between them to minimize the visibility of their answers.
- Provide a quiet environment which allows students to focus and concentrate including minimizing distractions (e.g., intercom announcements).
- If a student asks a question, the test administrator may respond, "I'm sorry I can't help you; just do your best."
- Do not coach any students.
- Monitor students as they test and for completion of required testing.

After Test Administration Activities

- Report any testing incident immediately to your Building Coordinator and/or System Test Coordinator for documentation in the MontCAS Application.
- Report any instances of non-participation to your Building Coordinator and/or System Test Coordinator for documentation in the MontCAS Application.
- Destroy all secure test materials in accordance with the guidance published by the Office of Public Instruction.
- Return all secure test materials as directed by the test publisher in the assessment-specific Test Administration Manual (TAM).

Focus on Detection



Elements of Detection

- Make observations
- Ask questions
- Establish a chain of custody process
- Establish a data quality reporting infrastructure
- Monitor at all phases of the cycle
- Conduct data forensics or analyses
- Complete self reports

SEA Web Monitoring

Employ web and media patrolling to protect the integrity of the assessment and scores.



Atlanta Test Scandal

Atlanta Educators Convicted in School Cheating Scandal



Donald Bullock, a former Atlanta testing coordinator, was led to a holding cell after his conviction. A judge ordered most of the educators jailed immediately. Pool photo by Kent D. Johnson

A Cheating Scandal Rocked Atlanta's Schools. Ten Years Later, Efforts to Help Affected Students Fall Short



Dobbs Elementary School in Atlanta was the epicenter of a 2007-2008 test cheating scandal that sunk the careers of dozens of educators and altered the education of tens of thousands of students. The plaque bears the name of Beverly Hall, the former superintendent, who was accused of being the ringleader of the cheating conspiracy, a charge she denied. Hall died in 2015 before standing trial.
—Photos by Swikar Patel/Education Week

① Watch the Aftermath of the Atlanta Test Cheating Scandal 9:27 mins video

Putting Montana Students First **A+**

Test Fraud

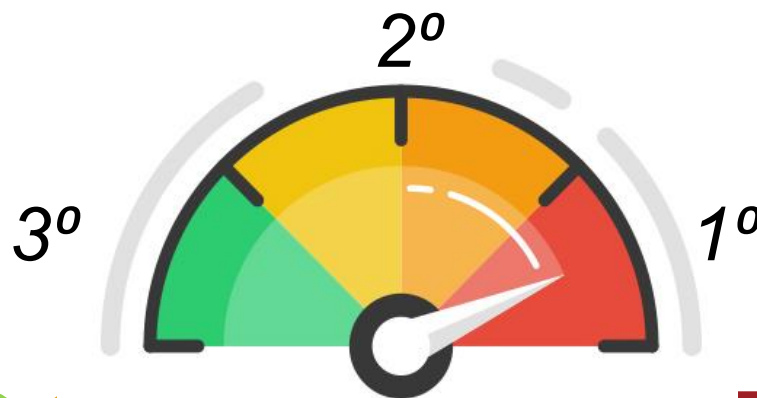
Test fraud is a set of activities that are illegal, inappropriate, or against the rules/standards.

Cheating is probably the most common type of test fraud.

Six Categories of Cheating Threats

1. Using pre-knowledge of test content
2. Receiving assistance during the test
3. Using cheating aids
4. Using a proxy test taker
5. Tampering with or hacking into a scoring system
6. Copying answers from other test takers

Degrees of Testing Incidents



Low - Testing Impropriety

Unusual circumstance
Low impact on individual or group of testing students
Low risk of potentially affecting

- Student performance
- Test security
- Test validity

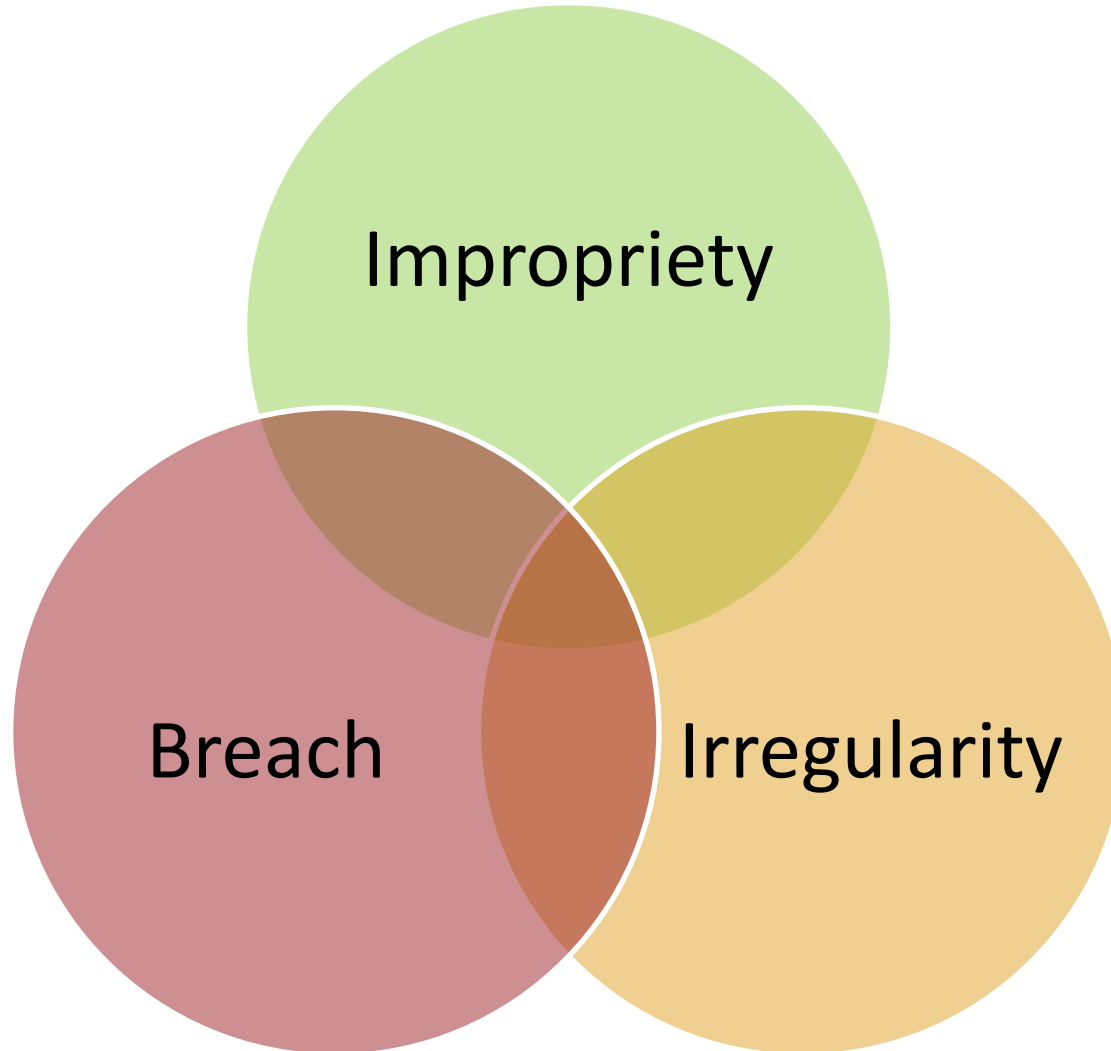
Medium – Test Irregularity

Unusual circumstances
May impact the performance of a student or group of testing students
Has little or no impact on validity of the assessment
No statewide or national implications
May result in invalidation of test results.

High – Testing Breach

Incidents that compromise the integrity of an assessment
Typically: exposing secure test materials
Can affect all students participating - statewide and nationwide

Examples of Testing Incidents



Focus on Investigation



Elements of Inspection

- Be conservative when interpreting data forensics
- Be a critical consumer of facts
- Use multiple lines of evidence to build claims
- Determine the level of evidence needed to initiate further inquiry
- Determine roles of inquiry at SEA, LEA, third party
- When further inquiry is warranted respect privacy and professionalism
- Maintain comprehensive records
- Provide strategic guides (e.g., forms, timelines, etc.)

Focus on Resolution



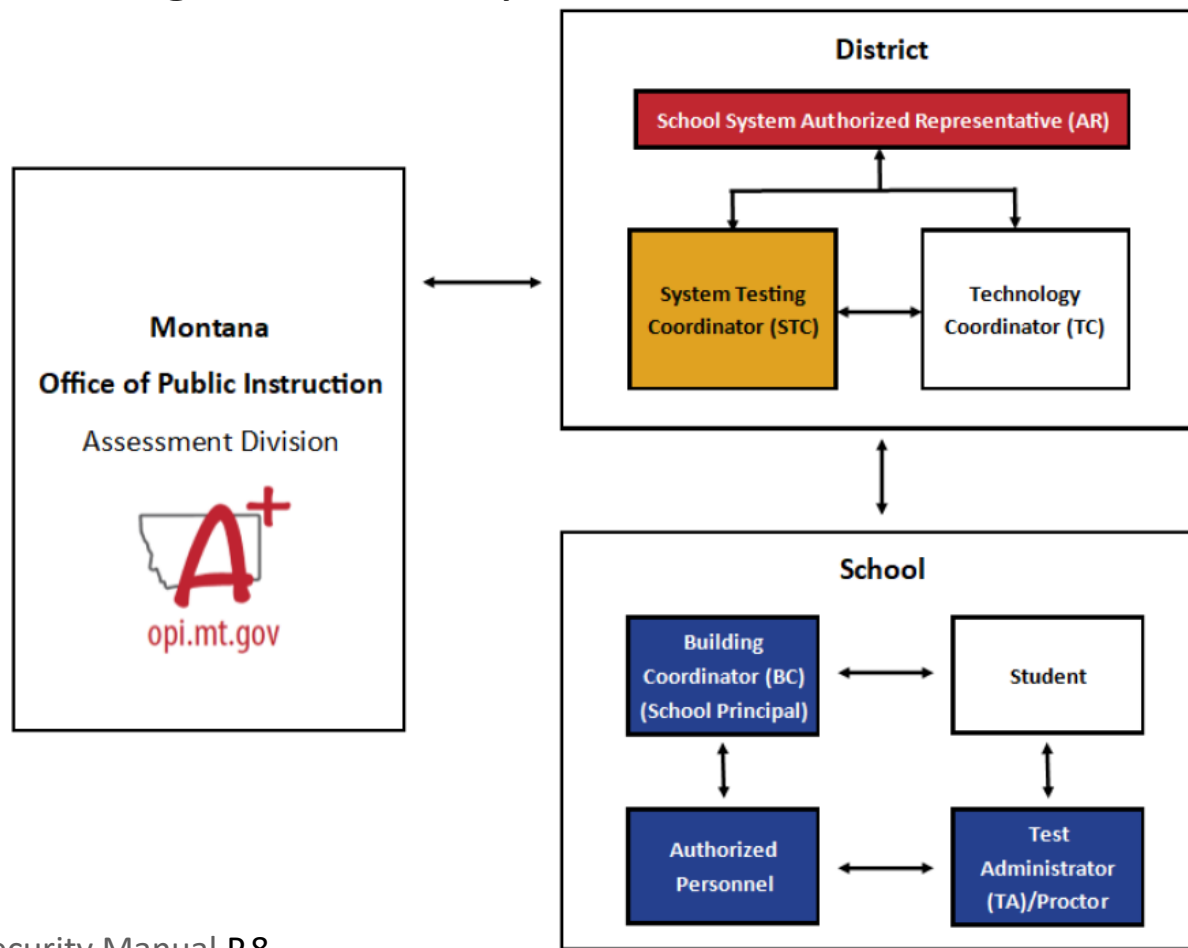
Elements of Resolution

- The steps that will need to be taken to rectify the situation for all parties.
- Create an Action Plan



Where does Test Security happen?

The state, school districts, school personnel and students are critical partners in ensuring test security.



When does Test Security take place?

Here is an abbreviated look throughout the testing cycle:

Before Testing	During Testing	After Testing
Build an assessment team	Monitor test settings	No copies of test materials
Review the TAM	Follow standardized room checklist	All test materials must remain secure at all times
Complete training modules	Prepare room	No test materials used for instruction
Review MontCAS Test Security Manual	Ensure student information	Destroy test materials securely
Establish specific roles and responsibilities	Student verifies information	
Accessibility and Accommodations	Student supervision	



Risk Assessment Risk Matrix

Risk Factor	Risk Category		
Factor Types	Low	Medium	High
Test Security Incident			✓
Improper Accommodation		✓	
Improper Administration	✓	✓	✓
Ineligibility Participation		✓	
Training Concerns	✓		

How are things collected?

MontCAS Test Security Collection Schedule (School Year 2018–19)

Start Date	End Date	Collection	Action Needed	Resource / Supports (including user guides)
8/13/2018	10/1/2018	School System reviews the OPI published test windows for each required MontCAS statewide assessment.	<ul style="list-style-type: none"> School reviews the OPI Published Test Windows for each required MontCAS statewide assessment. 	<ul style="list-style-type: none"> OPI Published Test Window
10/1/18	11/2/2018	Authorized Representative (AR) System Test Coordinator (STC) Verification Request. <i>(Note: STC is the sole person responsible for managing the suite of MontCAS assessments that are required under the Elementary and Secondary Education ACT and state law (ARM 10.56.101).)</i>	<ul style="list-style-type: none"> AR verifies and updates the OPI with STC contact information in the OPI Contacts Application. 	<ul style="list-style-type: none"> October Official Email Notice Contacts Application User Guide AR Roles and Responsibilities Letter MontCAS Test Security Manual Ethical Behaviors Guidance
10/19/18	11/19/2018	System Test Coordinator (STC) MontCAS Registration. <i>(Note: MontCAS Application is a restricted-use website that contains information on the state-mandated MontCAS summative assessments intended for use by the STC.)</i>	<ul style="list-style-type: none"> OPI provides the STC with access to MontCAS based off the AR October designation. 	<ul style="list-style-type: none"> MontCAS Instructional Guide
11/19/18	12/17/2018	System Test Coordinator (STC) Affirmation of Testing Security.	<ul style="list-style-type: none"> STCs affirm their compliance with the guidance defined in the MontCAS Test Security Manual and guidance published in each Test Administration Manual (TAM) for appropriate before, during, and after testing practices. 	<ul style="list-style-type: none"> STC Roles and Responsibilities Letter TA Roles and Responsibilities Letter
11/2/2018	12/3/2018	System Test Coordinator (STC) Supply Assessment Dates.	<ul style="list-style-type: none"> STCs indicate within the allowable statewide test window(s) for each statewide assessment the dates each test will be given in the school building (or site). 	<ul style="list-style-type: none"> MontCAS Instructional Guide
		System Test Coordinator (STC) Requests for Accommodation	<ul style="list-style-type: none"> If applicable, STCs make 	

How are incidents reported?

MontCAS Application for STCs



OPI

Montana Comprehensive Assessment System
(MontCAS)

[OPI Home](#)

Log In	
User Name:	<input type="text" value="cp8251"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	
New User?	
Forgot password?	

[Login Instructions](#)

This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-6-311. Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such. Unauthorized or improper use of this system may result in civil and criminal penalties. By using this system, you indicate your awareness of and consent to these terms and conditions of use. Do not log in if you do not agree to the conditions stated in this warning.

Confidential TIR

This form is intended only for parents, community members, and school personnel who are concerned about ramifications from local reporting of a test security incident. In most cases, school personnel should follow the test security incident reporting procedures through their system test coordinator.

Appendix G: Confidential Test Security Incident Report

General Information

All school and system personnel involved in the administration of the test and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days via the MontCAS Application and should complete their online or paper form within 5 days. Please add additional pages if needed. If you are unsure of whether or not to report, contact the OPI Assessment Division staff.

School System/District Name:	School Name:
Date of Incident	Assessment Name:
Person Completing Report:	Role:
Contact Email:	Phone:
Content Area:	Grade:

Describe the Incident:

--

Describe the Handling of the Incident:

--

Educators Involved

--

Student State ID(s)	Student Test Form / Session Details

End of Testing Cycle

- Provide final school system verification of training and administration to receive renewal units.
- Certificate recognizing completion of the key System Test Coordinator duties.

Questions?

Ashley McGrath

State Assessment Director

Montana Office of Public Instruction

Phone: 406.444.3656

E-mail: amcgrath@mt.gov

Presentation References

- Montana Title I Legislative Audit 17-19
- US DOE Standards, Assessments and Accountability
- 2013 - TILSA Test Security Guidebook for States
- Key Policy Letters
- NCME
- Michigan
- Georgia
- Michigan
- Minnesota
- Nebraska
- South Dakota
- Iowa
- NWEA

Required Manuals

- Test Administrator Manual
- MontCAS Test Security Manual (TAM)
- MontCAS Accessibility and Accommodation Guidelines
- MontCAS Accommodations Manual and Guidance Memo
- MontCAS Test Coordinators Manual (TCM)

2018–2019
MontCAS Test Security Manual



MontCAS Test Security Manual
Prepared by the Office of Public Instruction, Elsie Arntzen, State Superintendent, October 2018 | Page 1

Changes since 2018

- AR authorized role contacts
- MontCAS Application
- Manual – PDIR
- Platform account refresh
- Observations
- Annual certification of training
- Renewal units
- Negotiated rulemaking process